

RGS Newcastle Remote User Agreement:

All users are responsible for good behaviour when using the school's network, email, internet and when using Office 365. All pupils are given access to these in order to support their work, email is provided to allow appropriate communication with others. Please remember that access is a privilege, not a right, and that access requires responsibility. It's your responsibility to follow guidelines. Misuse of the acceptable use policies may result in suspension of network access or other information service privileges and disciplinary action.

Internet access and email are filtered to prevent access to unsuitable content. However, it is important that users also act responsibly as all filtering systems are fallible.

- I will only use the schools suite of technology tools for school purposes as directed by my teacher.
- I will only use technology when an adult knows I am using it.
- I will use only use my own login and passwords when using school systems and online resources as directed by my teachers.
- I will not reveal my passwords to anyone (apart from my parents/carers).
- I will be responsible for my behaviour and actions when using technology (Office 365 and other interactive applications), this includes the resources I access and the language I use.
- I will make sure that all of my communication with teachers or other pupils is responsible, sensible and polite.
- To help protect other pupils and myself, I will tell an adult if I see anything I am unhappy with or I receive a message I do not like.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher or my parent.
- I will not record or take photographs of my classmates or teachers during any sessions.
- I understand that when using Office 365 and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
- I will only email people a teacher has approved. Emailing your friends from school is permitted, as is the use of Teams for communication but remember these systems are monitored.
- These tools are available to use around the clock. This does not mean it is entirely appropriate to use at any time. Please be mindful of the time of day you are sending messages and expecting responses. (7am until 7pm during school days are reasonable working hours)

Office 365 Groups:

- All groups will be provided for you. You must not create your own groups.
- The school withholds the right to remove any groups it deems unsuitable or offensive.

Sharing work:

- Please only share work when directed to do so by your teacher.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

By continuing to access office 365 when working remotely or I agree to follow the rules for outlined above.